



**TOWN OF WELLINGTON
PLANNING COMMISSION
JANUARY 8, 2018**

**WORK SESSION 6:00pm
REGULAR MEETING 7:00pm**

LEEPER CENTER – 3800 WILSON AVE.

WORK SESSION Commercial Zoning District Uses

REGULAR MEETING

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. ADDITIONS TO OR DELETIONS FROM THE AGENDA**
- 4. PUBLIC FORUM**
Public invited to be heard on non-agenda items (time limit of 3 minutes per person)
- 5. CONSIDERATION OF MINUTES**
- 5.A. Regular Meeting Minutes and Workshop Minutes of December 4, 2017**
 - Approve the regular meeting minutes and workshop minutes of December 4, 2017, as presented.
- 6. NEW BUSINESS**
- 6.A. Election of Officers**
 - Conduct an election for Chairperson and Vice-Chairperson of the Wellington Planning Commission.
- 7. ANNOUNCEMENTS**
- 8. ADJOURNMENT**

Planning Commission Meeting

5.A.

Meeting Date: January 8, 2018

Submitted By: Cody Bird, Town Planner

Agenda Category: Consideration of Minutes

Subject:

Regular Meeting Minutes and Workshop Minutes of December 4, 2017

Recommend a Motion to:

- Approve the regular meeting minutes and Workshop Minutes of December 4, 2017, as presented.

Attachments:

- December 4, 2017 regular meeting minutes
- December 4, 2017 workshop minutes



**TOWN OF WELLINGTON
PLANNING COMMISSION**

**REGULAR MEETING MINUTES
December 4, 2017**

The Planning Commission for the Town of Wellington, Colorado, met on December 4, 2017 at the Leeper Center, 3800 Wilson Ave., Wellington, Colorado at 7:00p.m.

Commissioners Present: Bert McCaffrey, Chairman
Ashley Macdonald
Bonnie Dawdy
Barry Friedrichs
Dan Sattler

Commissioners Absent: Tim Singewald
Eric Keselburg

Town Staff Present: Ed Cannon, Town Administrator
Cody Bird, Town Planner
Cynthia Sullivan, Deputy Clerk
Mark Oberschmidt, Town Engineer

3. Additions or Deletions from the Agenda – None
4. Public Forum – No public comments made
5. Consideration of Minutes:
- 5.A. Planning Commission Meeting Minutes of November 6, 2017.

Moved by Macdonald, seconded by Sattler to approve the minutes of November 6, 2017 with a correction to the spelling of Macdonald.

Roll call was taken and the motion passed 4-0-1, Macdonald abstained.

6. NEW BUSINESS
- 6.A. Adopt 2018 Meeting Schedule

Cody Bird, Town Planner, said this item is to set the meeting dates for 2018. There are a couple of dates where the holiday falls on the first Monday of the month, in which case, the meeting is held the second Monday of that month. He pointed out the new agenda format which includes the recommendation that is written in the form of a motion so the public knows what staff is recommending. He said it can also be used by the commissioners as a motion.

Moved by Dawdy, seconded by Macdonald to adopt the 2018 Planning Commission Calendar.

Roll call was taken and the motion passed unanimously.

Bird asked the Commissioners to contact him if they would like to see any changes or additional information including the agenda packet.

7. ANNOUNCEMENTS

Ed Cannon, Town Administrator, reviewed the agenda for the next Town Board Meeting. He mentioned the development of a Strategic Planning for the Town. In the next year, we will be working on the Comprehensive Land Use Plan, Water Efficiency Plan, Rate Study and Raw Water Acquisition Plan. He spoke about the Water Treatment Plant Expansion.

Chairman McCaffrey asked if there was anything new in the works for the commercial property in Wellington Pointe.

Cannon said the town has been approached about a commercial project.

Bird said he anticipates seeing an application for a replat of the property submitted in December.

Commissioner Dawdy asked if there was any update on O'Reilly's.

Cynthia Sullivan, Deputy Clerk, said O'Reilly's has pushed out their start date until spring.

Commissioner Macdonald asked for updates on the trail system and transportation survey advertising.

Cannon said the Town will be partnering with the Fire District for use of the Communications Officer, Rachael Gonzales, to help us get information out. He said we can push it on social media.

Bird said TransFort had put the survey together. The link is on the Town website.

Cannon said that JUB Engineering had made a presentation about the trail system to the Parks Advisory Board in November.

8. ADJOURNMENT

Moved by Macdonald, seconded by Friedrichs to adjourn the meeting at 7:20 pm.

Roll call was taken and the motion passed unanimously.

Respectfully Submitted by:

Cynthia Sullivan,
CMC Deputy Town Clerk



**TOWN OF
WELLINGTON
PLANNING
COMMISSION**

**WORK SESSION
MINUTES
December 4, 2017**

The Planning Commission for the Town of Wellington, Colorado, met for a Work Session on December 4, 2017 at the Leeper Center, 3800 Wilson Ave., Wellington, Colorado at 6:00p.m.

Cody Bird, Town Planner, asked to discuss procedures for site plan review and about the interaction between the Planning Commission and Town staff. Once a site plan is approved, if changes need to be made, when has the plan come back to the Commission for additional review and how much has staff done administratively? He went through the site plan procedures.

He asked if the information that the Commission has been receiving has been adequate.

Chairman McCaffrey said that most of the applications have been complete.

Commissioner Friedrichs said the information they receive has not been consistent from one project to the next.

Bird said he is proposing a more consistent review in the future. He said after reviewing some of the past plans, he found them to be extremely inadequate and should not have been presented to the Planning Commission. The Commission can expect to see greater level of detail, and he would be working with the applicant to make sure submissions are complete and easier to review.

Friedrichs asked for location maps for the site plans that show general area and specific street location.

Bird said location maps and boundary maps will be included in future packets. He did suggest that Commissions should visit any site that is proposed for development to be familiar with the site when the application is reviewed.

McCaffrey asked if the packets could be received earlier.

Cannon said we are working on procedures to allow us to get the information out sooner.

Bird said in previous jobs he worked on a time line where packets would go out a week prior to the meeting. His goal would be to have the packets available the Monday prior to the meeting. We want to ensure adequate time to review information so we have a quality procedure.

Commissioner Dawdy asked if map in the packet could also show the zoning around a proposed location.

Bird said access to those maps may be limited at this time, but he would make sure to at least provide labels for zoning.

Bird said he has been seeing a trend when he does site inspections. He is finding that the project does not meet the requirements of the approval, and there is little documentation on what was required. He said with the checklist he provides in the staff report he is hoping to eliminate this problem.

Friedrichs asked if they could have a copy of the checklist so they can make notes for the meeting.

Bird said he could put together a shorter check list for the Commission. The checklist he uses for the staff report can be up to 5 pages long because it covers more than just the requirements for the plan approval. He said he would integrate the check list that Stantec and Safebuilt uses to make sure the application is complete, or it will go back to the applicant.

McCaffrey said we just need to make sure items are not put on the agenda at the last minute.

Friedrichs mentioned an application that was presented for multi-family on a commercial lot that the Commission was very uncomfortable with and did not take any action. He asked if the criteria needed to be tightened.

McCaffrey said the Planning Commission is not required to make a decision if they are not satisfied that the project meets the towns criteria.

Cannon said the first thing he noticed was what the commercial zones allow as use by right and conditional use, especially regarding residential.

Bird said agreed that the regulations are not tight enough, and he will be working on making recommendations to address this. He said there are two areas which he felt should be worked on. One is the use of a property in a commercial zone, and the other is the design criteria for commercial and industrial projects. He said we might also need to look at adding restrictions or limitations within zones.

Friedrichs wanted to make sure that industrial zones have a list of chemicals that can't be used to make sure it contaminants do not leach into the water.

Bird said there are multiple ways to deal with chemicals and suggested that use restrictions might not be the best way to look at that issue. Other alternatives could be explored as part of future discussions.

Bird asked for direction on projects that have already been approved and are under construction, but are not meeting the required criteria. In some cases, the minutes or plans are vague or what was required by the Commission isn't clear and/or changes have been made onsite. Would the Commission like to review these projects, or is the Commission comfortable with staff making the decisions to fulfil the intent of the regulations? He gave an example of landscaping and that the code does allow for staff to approve changes up to ten percent of any metric after the approval of the plan.

McCaffrey said if it came back to the Planning Commission, it would also have to go back to the Board.

Bird said it would come back as a new application. He clarified that Site Plans do not go to the Board of Trustees.

Friedrichs asked if a Site Plan requires the applicant to show existing utility easements.

Bird confirmed these should be marked on the plans.

Bird reviewed the zoning enforcement done by staff. He will be looking at changes in the zoning criteria. He mentioned that there is need to update the processes, but added that Wellington has a good base to start. Staff will be working toward making the review procedure a "one-stop shop."

Friedrichs asked if the Town's plans for the future should be looking at ten to twenty years

out.

Bird said a twenty-five to thirty-year plan would be the best for planning purposes. He added that the Board of Trustees also looks at a Capital Improvement Plan (CIP) of five years which are the short-range plans for implementation.

Dawdy asked at what population would the Town progress to the next designation.

Cynthia Sullivan, Deputy Clerk said there is not a population requirement to make a change from a Town to a City. Making this change is a change in the form of government.

Cannon explained that there is not necessarily a benefit in changing from a Town to a City.

Macdonald said the 10,000 population is a base that businesses often consider for commercial development.

The Commission had a general discussion about districting and voting, as well as looking at demographics.

Bird said providing a variety of housing types will help to keep residents of all demographics in the area.

The Commission also had a general discussion of the Town's Growth Management Area. There was discussion about where the south end of the Town's Growth Management Area is defined and how to keep a buffer between Wellington and Fort Collins.

Cannon mentioned the need for updating the Comprehensive Master Plan.

Respectfully Submitted by:

Cynthia Sullivan,
CMC Deputy Town Clerk

Planning Commission Meeting

6.A.

Meeting Date: January 8, 2018

Submitted By: Cody Bird, Town Planner

Agenda Category: New Business

Subject:

Election of Officers

Background Information:

- The Municipal Code requires the Planning Commission to elect a Chair and Vice-Chair during the first regular meeting of each calendar year.
- The Chair and Vice-Chair must be elected from the appointed members of the Planning Commission. Town Trustees serving as *ex officio* members are not eligible to hold office on the Planning Commission.
- The Chair presides at all meetings of the Planning Commission. The Vice-Chair will preside in the absence of the Chair.
- A member of Town staff is appointed to serve as the Secretary of the Commission, and therefore, an election for that office is not required.

Staff Comments:

- The process for election of Chair and Vice-Chair should be as follows:
 - The floor is opened for nominations. Nominations (with seconds) are received. The floor is closed, and nominees are then voted on publicly.
 - A majority vote of the Commissioners present and voting is required to elect the officers.
 - The term for each office is one year.
 - Officers shall take office at the next regular meeting.

Recommendation:

- Conduct an election for Chair and Vice-Chair of the Wellington Planning Commission.
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